

RESOLUTION NO. R-98-18

A RESOLUTION ADOPTING A FEE SCHEDULE FOR THE PRODUCTION OF PUBLIC RECORDS PURSUANT TO THE PROVISIONS OF THE PULLMAN CITY CODE 1.105.

WHEREAS, pursuant to the provisions of Pullman City Code Chapter 1.105 and Chapter 42.56 RCW, the City Council from time to time establishes fees to cover the City's cost of producing public records; and

WHEREAS, RCW 42.56.120(2)(b)-(e) authorizes the adoption of standard default charges for the production of public records in paper or electronic formats; and

WHEREAS, RCW 42.56.120(3) and (4) further authorizes the assessment of a customized service charge for records requests that require use of information technology expertise to prepare data compilation, or provide customized electronic access services when such compilations and customized access services are not used by the City for other purposes; and

WHEREAS, RCW 42.56.120(4) further authorizes the City to enter into a written alternative fee arrangement in response to voluminous or frequently occurring requests; and

WHEREAS, the City Council finds that calculating the actual costs of paper, copying equipment, electronic production or file transfer, use of cloud-based data storage and processing services, transmittal of records in electronic format and the use of any physical media devices is unduly burdensome for City staff who have other job duties and time constraints, including the regular processing of public records requests.

Now therefore,

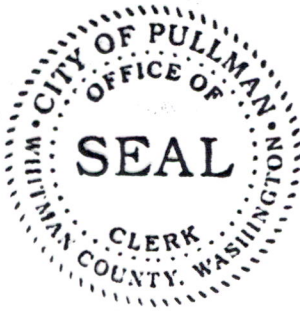
BE IT RESOLVED by the City Council for the city of Pullman that the adoption of the statutory default fees, customized access service charges and alternative fee arrangements is appropriate and necessary.

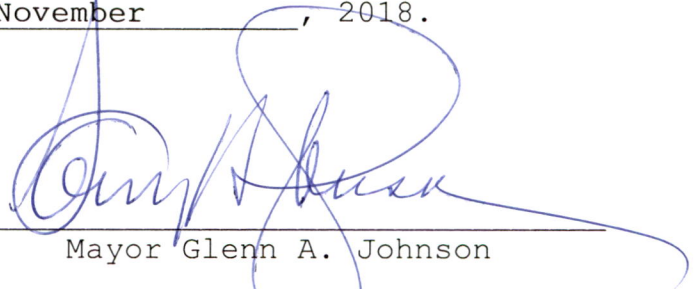
BE IT FURTHER RESOLVED by the City Council for the city of Pullman that the Public Records Fee schedule attached hereto as Exhibit A is hereby adopted and shall be effective as of January 1, 2019.

IT IS HEREBY FURTHER RESOLVED by the City Council of the city of Pullman that Resolution Nos. 15-84, 68-96, 77-06 and any other resolution in conflict with the terms of this resolution are hereby rescinded in their entirety as of January 1, 2019.

ADOPTED by the City Council of the City of Pullman at the regular meeting this 27th day of November, 2018.


DATED this 28th day of November, 2018.






Mayor Glenn A. Johnson

ATTEST:



City Clerk
Dee Stiles-Elliott

Approved as to form:



City Attorney

FILED

NOV 28 2018

CITY CLERK'S OFFICE
PULLMAN WASHINGTON

Exhibit A

CITY OF PULLMAN PUBLIC RECORDS FEE SCHEDULE Effective January 1, 2019

City Clerk/All Departments

Standard Photocopies (legal/letter)	\$0.15/page
Photocopies – Large format B/W	\$0.50/sq. foot
Photocopies – Large format Color	\$0.75/sq. foot
Scanned copies – all formats	\$0.10/page **
Electronic transmittal of records	\$0.10 per gigabyte, or fraction thereof, for electronic transmittal
CD	\$1.00 each ***
Thumb Drive	\$5.00 each ***
Reproduction of CD/DVD	\$5.00 per copy
Ordinance or Resolution*, first copy	No charge
Agenda Packet*, first copy	No charge

1. The City may require a requestor to enter into a written Alternative Fee Agreement for voluminous records requests or frequently occurring requests from the same person that require staff and resources beyond what is normally available to the City for public records requests. The customized service charge is in addition to the fees set forth above and may include reimbursement for the actual costs of providing the records.
2. The City may assess a customized IT Service Charge if:
 - a) Fulfilling the request requires use of information technology resources to identify, locate, format, or translate a record, data compilation or to provide electronic access services;
 - b) The City shall provide the requestor an estimate of the customized service charge and must not charge more than the actual costs of providing customized access services.
3. The City may waive any fee whenever it deems necessary or appropriate.
4. The City may require a deposit equal to 10% of estimated cost of producing all requested records.
5. Charges may be combined if more than one type of charge applies.

Public Works/Planning

Publications:

Zoning Code (Pullman City Code Title 17 - complete)* - print	\$25.00
Zoning Code (individual chapters, or portions thereof)* - print	\$0.15/page
Comprehensive Plan* - print	\$15.00
College Hill Core Neighborhood Plan	\$10.10

Standard Prints:

Small (24"x36") B/W print	\$3.00
Large (36"x42") B/W print	\$5.50
Small (24"x36") color print	\$4.50
Large (36"x42") color print	\$8.25

Non-standard prints will be charged per square foot, as listed under City Clerk/All Departments (above), or actual reproduction cost if they must be copied by an outside source.

Photos:

Per square foot, as listed under City Clerk/All Departments (above), or actual reproduction cost if they must be copied by an outside source.

Police Department

Patrol car video on DVD, per DVD	\$1.00
Digital Photographs on CD, per CD	\$1.50***
Traffic Accident Report, per report	\$5.00
Photos	\$1.00/page of 4 color photos
Police Department Annual Report	
First copy	No charge
Additional copies	\$5.00 ea.

* Agendas, Minutes and certain other City records are available at no cost on the City’s website www.pullman-wa.gov